



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Collections

Division: Taxation and Collection

Sub-Section: Individual Income Tax

TITLE: Certified Mailing Books for Individual Income Tax

CUTOFF: EOSFY

DESCRIPTION: Records documenting Individual income tax deficiency notices sent by certified or registered mail. Proof of the mailing is used in the case of a protest. Per 143.971 RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7119

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Debt Offset Listing - MINITS (MO Individual Income Tax System)

CUTOFF: EOSFY in which debt paid

DESCRIPTION: Debt offset listings and reports which document debt offsets from one year to another on an individual income tax account. Records kept per 143.971 RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7120

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Payee Documents

CUTOFF: EOSFY

DESCRIPTION: Records documenting the payment of individual income taxes. Records are kept in document locator number (DLN) order. Documents include, but are not limited to vouchers, demand letters, and responses for resolution of delinquency court documents.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES: Records Imaged. Paper kept 1 year then destroyed. Image kept 6 years.

DISPOSITION ACTION: Destroy

SERIES: 7122

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012
